



SPECIAL EVENT PERMIT APPLICATION A

Festival, Event

The organizer of a special event must fill out the application and return it to the Special Events Bureau NO LESS THAN 30 BUSINESS DAYS PRIOR TO THE START OF THE EVENT. A non-refundable application fee will be charged based on the attached fee structure (page 17).

WHAT IS AN EVENT?

Any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks or public roadways in a manner that varies from its current land use. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events.

Greenville Municipal Code Sections 36:131 – 36:142, provide the framework and guidance for the issuance of Special Event Permits within the City of Greenville. A permit will not be permitted for the primary purpose of advertising a product, goods or services, and is designed to be held primarily for profit.

EVENT PRIORITY

- City Sponsored Events

City of Greenville events have priority in use of any city property or right-of-way. Other applications for Special Event Permits are processed in order of receipt, and the use of a particular area is generally allocated in the order in which fully executed applications are received, and in accordance with considerations the City Manager uses in deciding on the issuance of a permit as set forth below.

- Annual Events

Applicants who have held an event in the previous year have the first priority for the same time and location. This right shall not apply if the event did not follow set guidelines the previous year.



Special Events Bureau
City of Greenville
6th Floor, City Hall
206 South Main Street
Greenville SC 29601
864.467.4485
864.467.5757 FAX



City of Greenville Special Events

PERMIT PROCESS

The permit application process begins when you submit a completed Special Event Permit Application to the City of Greenville. Keep in mind that receipt of your application should in no way be construed as final approval or confirmation of your request. A representative from the City will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your permit. Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies. You may be contacted individually by these departments or agencies only if they have specific questions or concerns about your event. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates.

During the initial application reviewing process, you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.). These items must be received before issuing a Special Event Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event date.

CITY OF GREENVILLE NON-DISCRIMINATION STATEMENT

The City of Greenville does not discriminate on the basis of race, color, national origin, sex, religion, disability status or age in provision of services.

COMPENSATION FOR CITY STAFFING

Depending on the size and type of event, the City may require personnel including Police and/or Fire to work the event. All City personnel involved during the day(s) of the event will be charged back to the organizing agency. The City shall determine the number necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the organizing agency, as well as the city. The bill will be transmitted to the organizing agency within sixty (60) working days after the completion of the event.

INTERNET/SPECIAL EVENTS CALENDAR

The City of Greenville provides a calendar of upcoming special events on the internet and at kiosks located throughout the city. Information from your permit application is considered public information and may be used in developing the calendar of community events. The City of Greenville Calendar of Special Events can be accessed on the internet at www.greenvillesc.gov.

PARK EVENTS

If you plan to hold your event at a city park, it is your responsibility to contact the appropriate division or facility manager within the Park & Recreation Department in order to coordinate the scheduling of your event. Special rules, regulations and restrictions unique to each site or facility may apply. Most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. Areas cannot be roped off or otherwise secured.